

**DEPARTMENT OF PUBLIC WORKS DIRECTOR**  
**Town of Wilton, New Hampshire**

**Director of Public Works**

**Classification: Regular Full Time Salaried Position (FLSA exempt)**

**Job Summary**

General Purpose: Performs highly responsible administrative and professional work leading the operation of the Town's Department of Public Works, which consists of the Highway Department and Buildings and Grounds; physically a working member of the department.

The Highway Division: Responsible for the highways and roads, equipment maintenance, bridges, and dams. Responsible for road maintenance, drainage, catch basins, ditching, brush cutting, sweeping, plowing, sanding/salting, culvert pipe installation, public safety signage, and issuing of roadway excavation permits. Fleet maintenance is also handled by this Division.

Buildings & Grounds Maintenance Division: Responsible for all exterior maintenance of Town buildings and properties. This Division is also responsible for overseeing the care of the landscaping of all Town- owned property, and burials in the Cemeteries.

**Supervision**

Supervision Received: Works with a considerable degree of independence under the broad policy guidance and direction of the Board of Selectmen, with day to day supervision by the Town Administrator or Deputy Town Administrator.

Supervision Exercised: Exercises supervision over highway, grounds and facility maintenance, and supports cemetery Trustees within the department through direct supervision of division foremen. Responsibilities include: interviewing candidates and making hiring recommendations to the Select Board, Town Administrator or Deputy Town Administrator; overseeing training of all department employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems. Carries out all supervisory functions in accordance with the Town's rules, regulations, policies and applicable laws.

**Duties and Responsibilities**

- The Director formulates program goals and develops plans for achieving the short and long-range objectives of the Department by effectively deploying employees and contractors.
- Oversees the Town's winter maintenance operations (plowing, sanding, salting, etc.) in accordance with the Town's Winter Maintenance Policy in addition to operating a plow.
- Oversees the maintenance of all Town owned bridges, including reconstruction projects as applicable.
- Oversees the maintenance and reconstruction of all Town roads, including determining proper asphalt preservation treatments and prioritization of projects.

- Oversees the maintenance and improvement of all Town buildings and facilities.
- Oversees the department's safety and training programs to ensure all employees are adequately trained in technical and safety areas.
- Prepares the annual budget for cost of operations, equipment purchases, and construction and maintenance projects for the highway and related divisions. Administers adopted budget in assigned areas of responsibility by approving payroll timesheets and purchasing for the department in accordance with all relevant laws and policies.
- Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations. Establishes internal operational policies and procedures to effectively address the specific needs of the town. As part of the annual capital improvements plan, evaluates public works needs and formulates short and long range plans to meet needs in all areas of responsibility.
- Reviews driveway permits and private project development plans for compliance with Town regulations and standards related to department operations making recommendations to applicable boards, reviewing and approving applicable permits and monitoring projects for compliance with approved plans.
- Supervises vehicle and equipment maintenance for the department; oversee physical plant of the department.
- Participates in the Town's Emergency Response Organization and be available 24 hours per day to respond to emergency situations.

### **Knowledge, Skills and Abilities Required**

#### Knowledge:

- Knowledge of paving and drainage materials, techniques and equipment.
- Practical knowledge and experience related to the award and management of engineering and construction contracts. Read and interpret engineering reports, plans and specifications.
- Broad managerial and professional expertise to administer the diverse programs of a full-service Public Works Department.
- Extensive knowledge of the methods, tools, equipment and materials used in construction, maintenance and repair of streets, sidewalks, curbs, drains, and related structures.
- Municipal budgetary principles and practices. Preparing and monitoring budgets.
- Considerable knowledge and experience in the materials, methods, safety techniques and equipment used in the construction, repair and maintenance of streets and drainage systems.
- Knowledge of Stormwater and MS-4 practices.

#### Skills:

- Demonstrated ability to communicate both orally and in writing with the Town Administrator, Deputy Town Administrator and the Select Board; legislators and regulators, engineers, contractors, members of the public and other departments and Town boards.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Ability to operate heavy equipment and supervise the use of same.

#### Abilities:

- Read and interpret documents, write reports, correspondence, maintain records assist with job descriptions and procedure manuals.

- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Ability to prepare and maintain reports, charts and graphs, with use of Microsoft office software.
- Making oral presentations before groups of people.
- The use of the tools and equipment.

Equipment Used: Uses hand and power tools, lawn/landscape maintenance equipment, drives light and heavy construction equipment and vehicles (including grader, loader, backhoe, etc.); trucks with plow and/or sander, computer (MS Office), telephone, fax machine, and calculator.

Environment:

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock with occasional chance of injury or attack; or environmental stress such as prolonged emergency situations. Work requires some agility and physical strength to move around construction sites or over rough terrain, to stand for extended periods of time; to lift occasionally moderately heavy items; to do some stretching to return or retrieve materials.

Work surfaces include standard office environment, equipment cabs, vehicle maintenance shop with concrete floors, rough, wet and slippery terrain, asphalt surfaces, and construction sites. The employee works in severe climate conditions varying from heat to cold, wet, snow and ice. May be exposed to herbicides, pesticides, fuels, paint, solvents, hydraulic fluids, fertilizers, long periods of sunlight, poison ivy, oak, sumac, or insects such as wasps, hornets, bees, etc.

**Qualifications & Requirements**

- Must possess a valid State driver’s license with CDL-B, or be able to obtain within six months.
- Strongly preferred to live within approximately 20 miles of the DPW Garage, be able to respond in a timely manner to 24 hours emergencies, and to monitor weather conditions that may require attention within the town.
- Must pass pre-employment and random drug and alcohol testing.
- Must pass background checks.

Qualifications: High school diploma or equivalent is required. Demonstrated oral and written communications skills. Ability to interpret and apply rules, regulations and statutes. Six years of progressively responsible construction management/engineering experience and/or municipal experience preferred, with three years in a supervisory position Master Roads Scholar designation preferred. Equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities will be considered.

Physical Demands:

- Lift up to 50 lbs.
- Carry up to 25 lbs.

- Carry 26 to 50 lbs. occasionally required.
- Carry over 50 lbs. occasionally required, assistance may be available.
- Reach above shoulder height occasionally required.
- Reach at shoulder height frequently required.
- Reach below shoulder height. Frequently required.
- Push/pull. Occasionally required
- Grasping, handling, torqueing and fingering with hands frequently required.
- Twisting, bending, squatting, climbing, kneeling, crouching and balancing required.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of reasonable accommodation to be determined by Management on a case by case basis.**

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Print Name